

2 February 1979

MEMORANDUM FOR: All NIO's

FROM : Richard Lehman
NIO for Warning

SUBJECT : February Schedule

1. As noted at our meeting on 31 January, the following schedule will be in effect for February:

Meetings : 19-23 February
Memos Due : 27 February at the latest
Meeting of NIO's: 2 March at 10:00, Room 7E-62

2. In the interest of orderly planning, let us in the future always have the Community meetings in the third full week of each month (e.g., 19-23 March, 16-20 April). Memos will be done on the following Tuesday (27 March, 24 April), and we should plan to meet together on the next Friday (30 March, 27 April), although this may not always be necessary.



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NIO/W: /tb (2 Feb 79)

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